



Check Expense Report Status

SharePoint Quick Guide

Complete the following steps to check the current status of your **expense report**.

Step #1: Enter <https://sp.eota.energy.gov> into your browser URL bar, then press **Enter** key on your keyboard

Step #2: Enter current **Username** and **Password**

Step #3: Click **Sign In**

Step #4: Click **Travel Authorization & Expense Report**, under **Travel Forms**





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Step #5: The **My Travel Dashboard** will appear displaying the status of each submitted report



Quick Tip: If necessary, click on the desired expense report to open, edit, save, and or print the report.

5 Closed Status: Expense Report has been submitted to the Government for payment.

My Travel				
EOTA Expense Reports > My Travel -				
<input type="checkbox"/> Name	Name Of Event	5	Depart Date	Total Expenses
Form Status : Closed (1)				
Mick Kelleher Expenses	New Mexico PRND Training and Exercise meeting		7/22/2014	72.8
Form Status : Finalize (5)				
Mick Kelleher Expenses722181854	OSD Assistance Program Review		7/22/2014	1,438.56
Mick Kelleher Expenses722181854	Seattle Training and Exercise Planning Workshop (TEPW) and Midterm Planning Meeting (MPM)		7/23/2014	1,507.7
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing		8/25/2014	1,645.94
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing		8/25/2014	1,465.94
Mick Kelleher Expenses722181854	Assistance Branch Improvement and Lessons Learned Meeting		7/22/2014	790.82
Form Status : FMT Approval (2)				
Mick Kelleher Expenses722181854	Wyoming FSE Final Planning Meeting		8/6/2014	2,121.32
Mick Kelleher Expenses722181854	IND Sustainment		9/21/2014	1,784.86
Form Status : FMT Pending (1)				
Mick Kelleher Expenses722181854	Operation Safe Haven Full Scale Exercise		9/15/2014	2,158.8
Form Status : Manager Approval (2)				
Mick Kelleher Expenses722181854	Northern Border Initiative (NBI) Full Scale Exercise (FSE)		8/13/2014	2,060.37
Mick Kelleher Expenses722204339	Operation Safe Haven		9/15/2014	3,003.24

6 Finalize Status: Travel Approval Form is waiting for you to complete travel and enter your ACTUAL expenses.

Form Status : Finalize (5)				
Mick Kelleher Expenses722181854	OSD Assistance Program Review	6		
Mick Kelleher Expenses722181854	Seattle Training and Exercise Planning Workshop (TEPW) and Midterm Planning			
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing			
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing			
Mick Kelleher Expenses722181854	Assistance Branch Improvement and Lessons Learned Meeting			

7 FMT Approval Status: Travel Approval is waiting for Government approval.

Form Status : FMT Approval (2)				
Mick Kelleher Expenses722181854	Wyoming FSE Final Planning Meeting	7		
Mick Kelleher Expenses722181854	IND Sustainment			



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8 FMT Pending

Status: Travel
Approval is on hold
pending Government
approval.

Form Status : FMT Pending (1)

Mick Kelleher Expenses72218

8

Operation Safe Haven Full Scale Exercise

9 Manager

Approval Status:
Travel Approval is
waiting for EOTA
Program Manager
approval.

Form Status : Manager Approval (2)

Mick Kelleher Expenses722181854

Mick Kelleher Expenses722204339

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Northern Border Initiative (NBI) Full Scale Exercise (FSE)

Operation Safe Haven



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